



ASSOCIATE BUDGET ANALYST  
MULTI-DEPARTMENTAL,  
OPEN, NON-PROMOTIONAL  
SPOT FOR SACRAMENTO  
FINAL FILING DATE: JUNE 28, 2007



OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

PARTICIPATING  
DEPARTMENTS

Applications will be accepted on an open, non-promotional basis only. The following represents those departments that are participating in this examination and that will be using the resulting eligible list to fill positions:

Department of Transportation  
Department of Fish & Game

Office of Emergency Services  
Office of Systems Integration

Department of Justice

Positions exist in Sacramento only.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

**FILE BY MAIL:** Department of Transportation  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036

**FILE IN PERSON:** Department of Transportation  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816  
(916) 227-1817

**SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.** Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) or at [www.spb.ca.gov](http://www.spb.ca.gov) on the Internet.

REASONABLE  
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.

SALARY RANGE

**\$4255 - \$5172**

EXAMINATION DATE

It is anticipated that qualifications appraisal interviews will be held during August/September 2007.

REQUIRED  
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**NOTE:** All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM  
QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

**Either I**

One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

**Or II**

**Experience:** Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

ASSOCIATE BUDGET ANALYST EXAM CODE: 7TR39		BULLETIN RELEASE DATE: 06/14/07 DM/SB FINAL FILING DATE: JUNE 28, 2007	
MINIMUM QUALIFICATIONS CONTINUED	experience requirement before being eligible for appointment.)		
POSITION DESCRIPTION	<p>An Associate Budget Analyst, under general direction, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of a department's budget; provides consultative budget service to department management; and does other related work.</p> <p>Positions exist with the Department of Transportation, Office of Emergency Services, Department of Justice, Department of Fish &amp; Game and the Office of Systems Integration.</p>		
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p><b>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</b></p> <p><b>Scope:</b></p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Principles and practices of governmental budgeting and accounting.</li><li>2. Financial structure, uniform accounting systems, and financial procedures of the State of California.</li><li>3. Purposes, functions, and fiscal organization of the various State agencies.</li><li>4. Laws relating to financial administration of the State Government.</li><li>5. Principles of public and personnel administration.</li><li>6. Principles of organization and management.</li><li>7. Principles and practices of public finance research techniques and statistical principles and procedures.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Develop various types of budget documents.</li><li>2. Analyze and solve difficult technical budget problems.</li><li>3. Establish and maintain cooperative relationships with control agency staff and others contacted in the work.</li><li>4. Speak and write effectively.</li><li>5. Analyze situations accurately and develop an effective course of action.</li></ol>		
ELIGIBLE LIST INFORMATION	<p>An open non-promotional multi-departmental list will be established for Sacramento and will be used to fill vacancies at the five departments listed on the front page. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>		
CAREER CREDITS	<p>Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits.</p>		
VETERANS PREFERENCE POINTS	<p>Veterans preference points will not be granted in this examination.</p>		

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1817, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8-498-7858 or TTY (916) 227-7857 / Calnet 8-498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*